

## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

**HR COMMITTEE MEMBERS PRESENT: Marsik Frohling, Greshay, Schmidt, and Duchac**

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Friday, July 1, 2016 at 8:00 a.m. in meeting room 4C, located on the fourth floor of the Administration Building.

**ALSO PRESENT: Sarah Eske, HR Director; Jim Mielke, County Administrator; Donna Maly, County Board Supervisor, Angi Zilliox, Human Resources Specialist; Scott Smith, Chief Deputy, Bob Barrington, Managing Attorney, Nancy Pirkey, Labor Attorney, Daniel Vliet, Labor Attorney and Terri Peterson, Report, Beaver Dam Daily Citizen.**

**Meeting called to order by Marsik at 8:00 a.m.**

Roll call was taken. All members present.

Eske verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Duchac. Motion carried.

Marsik asked if anyone present had any public comments. None

Motion by Schmidt to approve the minutes of the Open and Closed Session minutes of the June 21, 2016 meeting of the Human Resources and Labor Negotiations Committee. Second by Duchac. Motion carried.

Eske informed the Committee that a Job Description Questionnaire (JDQ) was completed for a Paralegal position in the District Attorney's Office. Barrington explained that this position would be created for the 2017 budget. He explained the need for the position and the duties that this position would perform. Eske indicated that Carlson Dettmann recommended this position be placed in grade 6 of the Dodge County Labor Grade Structure. Eske stated that a resolution will be going to the County Board in July to include this position in the DA's 2017 budget.

Motion by Schmidt to approve the recommendation to place the Paralegal position into grade 6 of the Labor Grade Structure. Second by Duchac. Motion carried.

Eske informed the Committee that a Job Description Questionnaire (JDQ) was completed for a Jail Programs Corporal in the Jail. Smith explained that this position would be created for the 2016 budget by eliminating a Jail Programs Specialist position. He explained the need for the position and the duties that this position would perform. Eske indicated that Carlson Dettmann recommended this position be placed in grade 6 of the Dodge County Labor Grade Structure. Eske stated that a resolution will be going to the County Board to eliminate one (1) Jail Programs Specialist and create one (1) Jail Programs Corporal position in the Sheriff's Office 2016 budget.

Motion by Duchac to approve the recommendation to place the Jail Programs Corporal position into grade 6 of the Labor Grade Structure. Second by Schmidt. Motion carried.

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Eske informed the Committee that a Job Description Questionnaire (JDQ) was completed for a Medical Billing Specialist in Human Services and Health. Eske explained that this position would be created for the 2016 budget. She explained the need for the position and the duties that this position would perform. Eske indicated that Carlson Dettmann recommended this position be placed in grade 4 of the Dodge County Labor Grade Structure. Eske stated that a resolution will be going to the County Board to create this position as well as others in the Department due to some recent changes made to the support staff structure.

Motion by Schmidt to approve the recommendation to place the Medical Billing Specialist position into grade 4 of the Labor Grade Structure. Second by Greshay. Motion carried.

Eske informed the Committee that a Job Description Questionnaire (JDQ) was completed for an Economic Support Overpayment/Fraud Specialist in Human Services and Health. Eske explained that this position would be created for the 2017 budget. She explained the need for the position and the duties that this position would perform. Eske indicated that Carlson Dettmann recommended this position be placed in grade 6 of the Dodge County Labor Grade Structure. Eske stated that a resolution will be going to the County Board to create this position in the Human Services and Health Department's 2017 budget.

Motion by Schmidt to approve the recommendation to place the Economic Support Overpayment/Fraud Specialist position into grade 6 of the Labor Grade Structure. Second by Greshay. Motion carried.

Eske informed the Committee that a Job Description Questionnaire (JDQ) was completed for an LIS Specialist in Land Resources and Parks. Eske explained that this position would be created for the 2016 budget. Eske explained the Department will eliminate the Property Listing Assistant and create this position. She explained the need for the position and the duties that this position would perform. Eske indicated that Carlson Dettmann recommended this position be placed in grade 6 of the Dodge County Labor Grade Structure. Eske stated that a resolution will be going to the County Board to create this position and eliminate the Property Listing Assistant in the Land Resources and Parks 2016 budget.

Motion by Greshay to approve the recommendation to place the LIS Specialist position into grade 6 of the Labor Grade Structure. Second by Schmidt. Motion carried.

Eske indicated that the Committee discussed a change to the current vacation policy at a previous meeting. She indicated that a draft was sent in the Committee's packets, which added the following language:

"Part-Time, Seasonal or Limited Term Employees who are transferred to a regular full-time position within the first six (6) months of employment will be entitled to two (2) weeks of vacation after having completed six (6) months of employment as a regular full-time employee. This vacation time must be taken within the six (6) month period prior to their first anniversary date in the regular full-time position."

Eske explained that the Committee had requested this language. The Committee discussed the change to the policy.

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Motion by Schmidt to approve the change to the Vacation Policy as presented. Second by Duchac. Motion carried.

Eske explained that an employee of Human Services and Health was hired in December of 2015 as a Limited Term Employee (LTE) to fill in for a medical leave of absence. Eske explained that this employee did not return to work and therefore the Department hired the LTE on as a regular full time employee on June 27, 2016. Eske requested the Committee approve to allow this employee to fall under the new vacation policy.

Motion by Duchac to approve the request as presented. Second by Schmidt. Motion carried.

### **Closed Session:**

Motion by Frohling, second by Duchac to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening in closed session for the purpose of conducting public business for, conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, specifically regarding the status of litigation the County is involved in related to employee discipline and a proposed separation agreement. The meeting is closed pursuant to Section 19.85(1)(e)(f) and (g) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 8:25 a.m.

### **Open Session:**

Motion by Duchac, second by Schmidt to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 9:04 a.m.

Motion by Frohling to approve the separation agreement and to authorize the County Administrator to sign the agreement. Second by Schmidt. Motion carried.

Daniel Vliet was introduced to the Committee by Nancy Pirkey. Pirkey informed the Committee that she will be retiring at the end of July. The Committee thanked her for her service to the County and wished her well in her retirement.

Eske explained that a County Board Supervisor recently sent an email indicating that the County look at policies and performance review forms in light of recent National Labor Relations Board (NLRB) decisions. Vliet was asked to come to this Committee to give an explanation and opinion on how these rulings may impact the County. Vliet gave his professional opinion that there is a clear line that the NLRB has no jurisdiction over public sector employers. Dodge County is governed by the Wisconsin Employment Relations Commission (WERC) and until such time as

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the WERC decisions take on a similar theme the County is in no way affected by the NLRB decisions. Vliet answered questions from the Committee.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Counselor I, II or III – AODA	Human Services and Health
One (1) Meal Site Manager P.T.	Human Services and Health
One (1) Social Worker I, II or Senior – Child Protective Services Ongoing	Human Services and Health

Motion by Greshay to approve the Personnel Requisitions as presented. Second by Schmidt. Motion carried.

Eske explained that an employee of the Sheriff's Department has been on extended leave of absence for a serious health condition. This employee has exhausted her 2016 State and Federal FMLA and is now requesting a County Provided Medical Leave from 7/3/2016 through 9/1/2016. Eske explained she has sufficient medical documentation.

Motion by Schmidt to approve the leave as presented. Second by Greshay. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE-Kathilyne Grotelueschen, Assistant Corporation Counsel, Corporation Counsel, \$31.86, CC11, ST03, 06/20/2016; Ross M. Winklbauer Jr., Project Assistant, Finance, \$22.27, DC06, ST04, 07/05/2016; Ginger R. Reshel, Meal Site Manager – P.T., Human Services and Health, \$11.70, MSC15, ST01, 07/05/2016; Monica Tovar, Support Staff – Intake, Human Services and Health, \$14.74, DC03, ST01, 06/27/2016. RECLASSIFICATION-Derrick J. Rohde, State Patrolman – West, Highway, \$19.04, DC04, ST06 – lateral transfer, 6/23/2016; Sara A. Hermann, Social Serv. Aid II – Juvenile Restitution, Human Services and Health, \$14.74, DC03, ST01 – L.T.E. to F.T., 06/27/2016; Jodi M. Schultz, Deputy Treasurer – Receivables, Treasurer, \$18.52, DC03, ST10B- lateral transfer, 6/30/2016. STEP INCREASE-Julie K. Wilhelm, Assistant Corporation Counsel, Corporation Counsel, \$32.72, DC11, ST04, 08/03/2016; Brad J. Anderson, County Patrol East, Highway, \$22.37, DC04, ST13B, 07/30/2016; Shawn S. Grulke, Equipment Operator East, Highway, \$22.57, DC05, ST9A, 08/08/2016; Thomas P. Prust, Stock Clerk, Highway, \$22.61, DC04, ST14A, 09/06/2016; John A. Schuster, Stock Clerk, Highway, \$22.85, DC04, ST14B, 09/09/2016; Michael T. Lange, Foreman – West, Highway, \$25.64, DC07, ST06, 08/05/2016; Randall O. Woock, Equipment Operator, Highway, \$22.30, DC05, ST08B, 08/17/2016; Brock H. Walker, Welder, Highway, \$21.68, DC06, ST03, 08/03/2016; Amanda R. Higgins, Elder Benefit Specialist II, Human Services and Health, \$22.85, DC06, ST05, 08/09/2016; Robert J. Bird, Conservation Agronomist, Land Conservation, \$28.13, DC06, ST14B, 08/21/2016; Traci A. Guse, Administrative Secretary III, Land Conservation/Veteran Services, \$15.16, DC03, ST02, 07/27/2016; Samantha L. Laughlin, Jail Supervisor, Sheriff, \$29.23, DC08, ST08B, 07/07/2016.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None

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**HR Director's Report:**

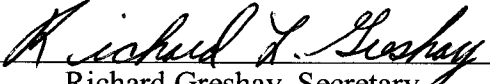
- a) Disciplinary Actions: Eske explained that an employee of Human Services and Health was terminated during her orientation period for performance.
- b) Grievances and Arbitrations: None

Future Agenda Items: Sheriff's Office Exit Interview Report. Carlson Dettmann Market Study results.

Future Meeting Dates and Times: It was the consensus of the Committee to re-schedule the regular meeting to Friday, July 15, 2016 at 8:00 am and hold a special Committee meeting to hear the Carlson Dettmann Market Study presentation on July 19, 2016 at 10:00 am.

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **July 15 at 8:00 a.m., August 2 at 9:00 a.m.** which will be held in room 4C of the Administration Building. Special Meeting on **July 19, at 10:00 a.m.** in room 1H and I.

Meeting adjourned by order of the Chairperson at 9:16 a.m.

  
Richard Greshay, Secretary

  
Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.

## HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of Closed Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors on Friday, July 1, 2016 in meeting room 4C, located on the fourth floor of the Administration Building.

**MEMBERS PRESENT:** Marsik, Frohling, Greshay, Duchac and Schmidt

**MEMBERS EXCUSED:** None


**ALSO PRESENT:** Sarah Eske, Human Resources Director; James Mielke, Dodge County Administrator; Donna Maly, County Board Supervisor, Nancy Pirkey, Labor Attorney, and Daniel Vliet, Labor Attorney.

Motion by Frohling, second by Schmidt to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening in closed session for the purpose of conducting public business for, conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, specifically regarding the status of litigation the County is involved in related to employee discipline and a proposed separation agreement. The meeting is closed pursuant to Section 19.85(1)(e)(f) and (g) of the Wisconsin Statutes. Roll call vote was taken. The Committee allowed Donna Maly, County Board Supervisor, Nancy Pirkey, Labor Attorney, and Daniel Vliet, Labor Attorney to attend the closed session meeting. Motion carried by unanimous vote of all members present at 8:25 a.m.

The Committee discussed a proposed separation agreement.

Motion by Duchac, second by Schmidt to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 9:04 a.m.

  
Richard Greshay, Secretary

  
Joseph Marsik, Chairperson

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